

## **Union County Fairgrounds – Afton, Iowa**

### **Building Rental Terms & Conditions**

For booking questions, call Teena Dike at 641-202-4886, or Jenny Wuebker at 641-344-9127.

Please see our website for availability – [www.unioncountyfairgrounds.com](http://www.unioncountyfairgrounds.com)

All renters must show a Certificate of Liability Insurance listing the Union County Fair Board as additional insureds with the limit of liability of \$1,000,000 per occurrence with an equal aggregate limit or greater.

#### **First National Bank Cattle Barn/Covered Arena**

##### **\$150/day rental fee.**

If there are no other bookings the day prior to your reservation, keys may be picked up at noon the day prior to your reservation. If there is an event booked the day before your reservation, keys may only be picked up the morning of your event. Keys must be returned by noon the day after your reservation. Please contact Teena Dike or Jenny Wuebker to schedule times to pick up and return keys.

When keys are returned, the building will be inspected. If inspection is passed, the deposit will be returned. If any cleaning or damage repairs are needed, or if any items in this contract are violated, the entire refundable deposit will be forfeited and the total amount of damages will be the responsibility of the renter. The owner is to be held harmless in the event of injury or accident while this agreement is in force.

Alcohol is not allowed in this building. If you wish to have alcohol provided or served at your event, please see our Iowa State Savings Bank/United Farmers Co-op Building Rental Terms & Conditions.

**Renter Responsibilities:** Renter is responsible for leaving the building the way they found it. This would include shutting all doors, arranging all gates as they were upon arrival, or closing all shades. Please also pick up any trash left in the area.

*Please let us know if you have any issues. We want this to be a positive experience for everyone involved!*

Today's Date: \_\_\_\_\_

**First National Bank Cattle Barn/Covered Arena Building Rental Contract**

**Union County Fairgrounds – Afton, Iowa**

Name of renter(s): \_\_\_\_\_

Reservation for: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ No. of People: \_\_\_\_\_

Payment terms:

1. A deposit of the rental fee will be necessary at the time of reservation (Check will be cashed upon receipt). However, payment will be returned if canceled 30 days prior to the anticipated event. The remaining refundable deposit will be due at least 7 working days prior to use of the building, or contract may be voided.
2. Cleaning/damage deposit will be returned upon satisfactory inspection following the event.
3. If any cleaning or damage repairs are needed, or if any items in this contract are voided, the entire refundable deposit will be forfeited and the total amount of damages will be the responsibility of the renter.

I have read and understand the Union County Fairgrounds Rental Terms and Conditions and Contract and agree to carry out the responsibilities of a renter as listed and abide by the rules also listed in the terms and conditions.

Signed: \_\_\_\_\_

Printed name of renter(s)

\_\_\_\_\_

Signature of renter(s)

Please mail a check for the reservation fee, this completed contract, and proof of insurance coverage to:

Union County Fair Association

PO Box 283

Creston, IA 50801

**To be completed by the Union County Fair Board**

Payments:	<u>Amount</u>	<u>Check #</u>	<u>Date</u>
Reservation Fee: Half of Rental Fee	_____	_____	_____
Balance of Rental Fee	_____	_____	_____
Cleaning/Damage Deposit	_____	_____	_____
Refundable Deposit must be received by: _____	Reservation taken by: _____		